

DD/A 75-1775

15 APR 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Plans for Alumni Days on 19 and 26 April 1975

1. It is now possible to declare a need for only two Alumni Days. Additional chairs will be put in the auditorium and we will be prepared to handle 600 people each day.
2. Invitees have been asked to arrive by 9:00 a.m., but the program is not scheduled to start until 9:30 a.m. This will allow sufficient time to insure that all are properly registered in the main foyer of the Headquarters Building. There will be six registration desks, identified by segments of the alphabet, to accomplish registration. Registrants will be asked to verify identity by giving their date and place of birth which will be checked against records available. Any questionable cases will be referred to the Security Duty Office and the matter will be resolved.
3. Coffee and donuts will be available in the auditorium tunnel. Alumni will be so advised.
4. The library will be open and there will be a photographic exhibit in the medical corridor. The Medical Office and Angus Thuerner's Office will be manned.
5. The six Deputy Directors plus the General Counsel and Legislative Counsel will sit on the stage. Because these individuals probably will be mingling with the alumni prior to the commencement of the program, it is suggested that all walk down the aisle together accompanying the Director. The shotgun mikes will be in place and usherettes will man them, when the Director comes to his question and answer period.

6. The Director of Security has developed the plan for additional Federal Protective Service Officers and Security Duty Officers at the entry gates. They will receive individual instructions on how to handle any uninvited guests.

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

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